



Superior Court of California, County of Riverside
EMPLOYMENT OPPORTUNITY

Court Interpreter/Spanish

CONTINUOUS FILING

Recruitment No. 2007-B061

SALARY RANGE: \$33.13 per hour.

LOCATION: Riverside Superior Court is seeking qualified candidates to fill current and future vacancies. Locations include Banning, Blythe, Corona, Hemet, Indio, Moreno Valley, Murrieta, Palm Springs, Riverside, and Temecula.

JOB SUMMARY: Under general supervision, translates verbal and written information. Duties may include, but are not limited to, the following:

- Translates verbal communication and provides contextual/cultural interpretation during court proceedings, mediation hearings and interview sessions; seeks clarification from Judge and other speakers in regards to instructions, orders, or actions.
- Translates correspondence, police/probation/mediation reports, statutes and other written documents/materials.
- Explains court procedures, proceedings, events and case facts and interprets such into an appropriate cultural context.
- Assists attorneys and court staff in general communication with non-English speaking clients, witnesses and others.
- Performs specialized clerical work related to processing legal documents.

MINIMUM QUALIFICATIONS: **Requirement:** Possess and maintain a valid Certificate as a "Certified Court Interpreter" issued by the Judicial Council of California on behalf of the State of California.

Ability to:

Listen and discern detail; translate and interpret issues discussed in presence of the court audience; read, speak, write and effectively communicate in English and language to be translated; accurately interpret for individuals with a high level of education and an expansive vocabulary, as well as persons with very limited language skills without Changing the language register of the speaker; refrain from expressing personal opinions or acting as an advocate for any involved party; work unobtrusively; react quickly to solve complex linguistic and ethical problems as they arise; control emotions in translation of highly emotional situations; convey the author's intended emotion (e.g., fear, hate, anger) without revealing personal reaction to subject matter; make verbatim and conceptual translation and interpretation of subjects; decipher handwriting; understand and apply laws, rules, policies and procedures in preparing and processing court documents.

Knowledge of:

Legal document preparation and processing. Considerable knowledge of the specialized language of judges/attorneys, street slang of witnesses and technical jargon of criminals, police officers, and expert witnesses; legal and medical terminology; court operations and courtroom procedure; courtroom etiquette and conventions. Thorough knowledge of English and the language to be translated; translation and language interpretation practices and techniques.

License: Must possess a valid driver's license.

HOW TO APPLY: Applicants must complete and submit a Superior Court of California, County of Riverside application and supplemental questionnaire. Application materials can be obtained in person at 4050 Main Street, Lower Level, Riverside, CA 92501, by phone at (951) 955-8181, by e-mail at hrcourt@riverside.courts.ca.gov, or on the internet at <http://www.riverside.courts.ca.gov/jobs>. Completed application materials may be submitted in person, by e-mail, by County mail at stop 1414, or mailed to: Superior Court of California, County of Riverside, Attn: Human Resources, 4050 Main Street, Lower Level, Riverside, CA 92501.

Assigned Recruiter: E. Cisneros

GENERAL EMPLOYMENT INFORMATION

The provisions of this announcement do not constitute an implied or expressed contract, and any provisions contained in this announcement may be modified or revoked at any time. The requirements stated on the reverse represent only the minimum required to file an application. Meeting the listed requirements does not guarantee an interview. Equal Opportunity: Superior Court makes all appointments without regard to age, race, sex, religious creed, ethnicity, disability, marital status or sexual orientation. Applicants with Disabilities: Reasonable accommodations will be made so applicants with disabilities may participate in the recruitment process. Advise Superior Court Human Resources of special needs in advance.

Employment Benefits:

Starting Salary: New employees usually start at the beginning step of the salary range.

Vacation: New employees accrue vacation at a rate of ten (10) days per year. In the fourth year (6,241 hours of service), vacation increases to fifteen (15) days per year. After 10 years (18,721 hours of service), vacation increases to twenty (20) days per year.

Work Week: Typical schedule is a 40-hour workweek, Monday through Friday, from 8:00 am – 5:00 pm. Employees are paid bi-weekly on Friday.

Holidays: The Superior Court observes all state holidays. Holidays are New Years Day, Martin Luther King Jr., Lincoln Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day

Sick Leave: On approval of excused absence, eligible employees may use accrued sick leave.

Retirement: All regular employees are enrolled in the California Public Employees' Retirement System (CalPERS), which is coordinated with Social Security. Retirement formula: 3% at age 60 upon retirement (modified for Social Security).

Health Insurance: Court employees are provided a cafeteria-style flexible benefit plan, which offers health, dental and vision coverage.

Life Insurance: Court pays for \$25,000.00 basic life insurance policy. Additional supplemental coverage may be purchased.

Human Resources Office: The Superior Court Human Resources Office is located at 4050 Main Street, Lower Level, downtown Riverside.

Hours of Operation: The Human Resources Department is open to the public, Monday through Friday, from 8:00 a.m. to 5:00 p.m. except for Court holidays.

Mailing Address: Superior Court of California, County of Riverside, Human Resources Department, 4050 Main Street, Lower Level, Riverside, CA 92501, Attn: Human Resources.

Phone Numbers: The business office phone number is (951) 955-5557. The 24-hour job line is (951) 955-8181. The fax number is (951) 955-1498.

Website: Job opportunities are listed on the Superior Court website at: <http://www.riverside.courts.ca.gov/jobs/>. The application form is available at this site in Adobe PDF and MSWord format.

Employment Applications: Applications must be legible, complete and signed to include any required certificates, forms, transcripts or Supplemental Application Forms.

Application Filing Deadlines: The Human Resources Department must receive all applications materials by 4:00 p.m. on the filing deadline date stated on the reverse. Postmarks are not accepted. Faxed applications are not accepted. If a filing deadline is not stated, applications will be accepted on a continuous basis and subject to closure without advance notice. To receive full consideration, applications should be filed promptly.

Application Information Change(s): If changes occur after submission of the application, applicant is responsible for submitting changes in writing.

Class Specification: For a complete class specification for this position, contact the Court Human Resources Department.

Eligibility Lists: After successfully completing the entire recruitment process, candidates will have their name placed on an Eligible List. Placement on the Eligible List does not guarantee selection. When vacancies occur, the Eligible List is sent to appropriate Court divisions for selection.

Documentation: Federal law requires that all persons selected for employment complete and sign an INS-9 form verifying the legal right to work in the United States.

Medical Examination: Employment is contingent upon successfully passing a job-related, pre-employment medical examination, which will include drug and alcohol testing.

Background Investigation: Superior Court employees shall be subject to a background investigation and fingerprinting. Convictions, depending upon the type, number and recency, may be disqualifying.

Work History: False statements or omission of facts regarding background or employment history may result in either disqualification or dismissal.

Employee Status: Employees in this classification serve a 2,080-hour probationary period and are governed by the Superior Court of California, County of Riverside, Human Resources Department Policies.

PHYSICAL DEMANDS: Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to follow proceedings and take notes. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within the courtroom or office; some reaching for items on high shelves and above and below desk level. Ability to perform repetitive writing, filing, and document stamping.